

**Law Practice Management & Technology Section
Executive Committee Meeting**

Saturday • September 10, 2005 • 10 am to 4 pm
San Diego Marriott • Columbia 1 Room

AGENDA		
Item (Who)	Desired Outcomes	Time
Welcome (Ed Poll)	<ul style="list-style-type: none"> Welcome to Meeting 	5 min
Introductions (All)	<ul style="list-style-type: none"> Returning members, advisors, and liaisons introduced NEW members, advisors, and liaisons introduced Q&A opportunity for new members, advisors and liaisons 	40 min
Practices for Effective Meetings (Irwin Karp)	<ul style="list-style-type: none"> Establish procedures and best practices for LPMT Executive Committee meetings. Assign meeting roles for today's meeting 	30 min
Minutes (Larry Meyer)	<ul style="list-style-type: none"> Minutes discussed, changed (if needed), and approved. 	5 min
Treasurer's Report (Dana Simmons)	<ul style="list-style-type: none"> Changes in section finances described and discussed 	5 min
Annual Meeting Matters (Ed Poll)	<ul style="list-style-type: none"> LPMT reception details reviewed Ambassadors and other program issues 	10 min
Information and Requests from State Bar (Andrew Elowitt)	<p>Explain the following questions and determine who will respond to them and when.</p> <ul style="list-style-type: none"> Are on-line LPMT programs current? Who will be the LPMT legislative chair, web liaison, and discussion board monitors in 2005-6? Are LPMT bylaws current and effective? What CLE programs will LPMT offer in 2005-6? Any changes in section dues structure and amounts? 	10 min
Acknowledgements (Ed Poll & Andrew)	<ul style="list-style-type: none"> Last year's officers and departing members, advisors, and liaisons thanked. 	15 min
LUNCH BREAK		45 min
Revisiting the Big Picture (Andrew Elowitt)	<ul style="list-style-type: none"> Last year's goals, plans, and priorities reviewed and updated 	45 min
How We Work Together (Andrew Elowitt)	<ul style="list-style-type: none"> Use of Webroom discussed Matrix updated and discussed Committee assignments confirmed 	20 min
Committee Break Outs (All)	<p>[Two 10-min sessions since people serve on multiple committees]</p> <ul style="list-style-type: none"> New committee members oriented Status of current efforts discussed Date set for October committee conference calls 	20 min
BREAK		15 min

Committee & Special Project Reports (Committee Chairs & Special Project Heads)	<p>Chairs briefly report status and developments. Requests for information, resources or support made.</p> <ul style="list-style-type: none"> • Membership (Rodger Martin) • Education (Jim Robinson) • The Bottom Line (Marcia Wasserman) • Web site & E-newsletter (Michael Tonsing) • Vendor (Alex Lubarsky) • Long Range Planning (Robert Fortunato) • Technology (Yvonne Renfrew & Browning Marien) • Law Students • Bar Relations - LPMT resolution re MCLE credit for law practice management programs (Ed Poll) • Special Events – Ontario program (Richard Carlton) • Technolawyer (Yvonne Renfrew) • Alliance relationships – Corel and ABA (Ed Poll) • Bridge the Gap (Dana) • Other projects and new projects 	75 min
Going Forward (Andrew Elowitt)	<ul style="list-style-type: none"> • Action plans summarized • Needed information and resources identified • Details of November meeting reviewed 	10 min